AGENCY PARTNER GUIDE
TO SURVEY MONKEY APPLY
2020 ADMISSIONS SEASON

Last Updated: October 2019
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LOGGING IN AS A RETURNING USER

1. Navigate to https://jvc.smapply.io/
   a. We recommend using Google Chrome as your browser
2. Click Log In on the top right

3. Enter your credentials and click Log In
4. Select Applicant role (this will only appear if your account is already registered as a recommender and/or reviewer on the site)

Welcome back, Shivany TEST!
Please select a role to continue.

Applicant  Recommender

5. Navigate to your organizational profile
   a. Click on the down arrow next to your name on the top left
   b. Choose your organization
CREATING AN ORGANIZATIONAL ACCOUNT FOR RETURNING INDIVIDUAL USER

1. Navigate to https://jvc.smapply.io/
   a. We recommend using Google Chrome as your browser
2. Click Log In on the top right
3. Enter your credentials and click Log In
4. Select Applicant role (this will only appear if your account is already registered as a recommender and/or reviewer on the site)

Welcome back, Shivany TEST!

Please select a role to continue.

Applyant  Recommender

5. Navigate to your Account
   a. Click on the down arrow next to your name on the top right
   b. Choose My Account
6. Scroll down and click **Set up organization**

7. Complete the form and click **Continue**

8. You will receive this welcome message. Click **Continue to site**
9. Navigate to your **organizational profile**
   a. Click on the down arrow next to **your name** on the top left
   b. Choose your **organization**
LOGGING IN AS A NEW USER

1. Navigate to https://jvc.smapply.io/
   a. We recommend using Google Chrome as your browser
2. Click Register on the top right
3. Choose the Register as an organization option
4. Enter your information and complete the reCAPTCHA
5. Click Create Account
6. Enter your organization's information
   a. Click **Continue**

   ![Organizational Information Form]

7. Navigate to your **organizational profile**
   a. Click on the down arrow next to **your name** on the top left
   b. Choose your **organization**

   ![Organizational Profile]

ADDING ADDITIONAL ORGANIZATION USERS TO YOUR ACCOUNT

1. Navigate to your organizational profile
   a. Click on the down arrow next to your name on the top left
   b. Choose your organization

2. Click Manage organization on the top right

3. Click Members on the top middle

4. Click Add member on the top
5. Enter the member’s information and click **Add**
   a. You can decide to make members either **Non-administrators** or **Organization administrators**
   b. We recommend that you **Notify member by email that they have been added**
      i. You can decide if you would like to include a custom message in the email notification
STARTING AN AGENCY APPLICATION

1. Navigate to your organizational profile
   a. Click on the down arrow next to your name on the top left
   b. Choose your organization

2. Click Programs
3. Choose the Apply to be a JVC Placement Site program and click More
4. Click **Apply**

**RETURNING AGENCY PARTNERS ONLY (Domestic Partners):**

**i.** When you open the **Eligibility** and **Agency Placement Details** forms, you will receive a prompt indicating “**You have previously completed this task.**” If you would like to reuse the data you provided during your last application, click **Add data** (if you do not choose this option, a blank application will open)

Reuse data

**ii.** Please review the data carefully and update as necessary

**iii.** You will need to complete data for all additional questions that have been added to the application form

**APPLYING FOR MULTIPLE VOLUNTEERS?**

**i.** Agencies applying for more than one Jesuit Volunteer will need to complete a separate application for each position

**ii.** RETURNING AGENCY PARTNERS: Only information from your last edited application can be prepopulated to your forms so you will need to edit information about the specific position you are applying for within the application
NOTICE: You must add an individual as an organizational user before adding them to an individual application.

1. Navigate to My Applications on the top right.
2. Click Start or Continue on the relevant application.
3. On the left navigation bar, click Add Member or Team.
4. Click on the **Member/s of your organization** who need access to edit the application. Typical additional users include:
   a. Financial/Billing contact
   b. Interviewer
   c. Staff member that will sign the Program Agreement
5. Click **Add**

   ![Add members to application](image)

6. An automated email is sent to the member/s inviting them to collaborate on your application